

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that youth facilities must remain clean, environmentally safe, and attractive at all times.

PURPOSE

This policy ensures that facilities are maintained in an orderly and visually appealing manner.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to physical plant cleanliness. At a minimum, these SOPs must contain the following requirements:

**Construction/Land
scaping**

To the extent allowed by safety, security and financial constraints, facilities are appealing through the use of design and décor.

Facility grounds are landscaped and free of harmful objects and obstructions.

**Housekeeping
Plan**

Staff and youths are responsible for ensuring their personal work and living spaces are maintained in a neat and orderly fashion. The facility/center director ensures all of the following:

- A written housekeeping plan exists.
- A written checklist exists that identifies required tasks relative to daily cleaning.

- A daily schedule exists that includes individual responsibility for plan oversight.

Inspections

There is a documented weekly inspection by designated staff that clearly indicates those physical plant areas that are in compliance or non-compliance with this policy.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)